



FOREIGN AFFAIRS MANUAL

VOLUME 3 – Personnel

Transmittal Letter: PER-486

Date: October 28, 2003

3 FAM 4310 DISCIPLINARY ACTION — GENERAL, 3 FAM 4320 DISCIPLINARY ACTION — COMMON PRACTICES, 3 FAM 4330 ADMONISHMENT, 3 FAM 4340 REPRIMAND, 3 FAM 4350 SUSPENSION, 3 FAM 4360 SEPARATION FOR CAUSE, 3 FAM 4370 LIST OF OFFENSES SUBJECT TO DISCIPLINARY ACTION — FOREIGN SERVICE

CHANGES

1. The above subchapters have been completely rewritten.
2. All new material.
3. Under the Foreign Affairs Reform and Restructuring Act of 1998, Public Law 105-277, the functions of the U.S. Information Agency related to International Broadcasting are transferred to the Broadcasting Board of Governors. Accordingly, all provisions of the FAM previously applicable to USIA continue in effect with respect to the BBG until further notice.
4. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

FILING INSTRUCTIONS (Paper Copies Only)

1. Remove and destroy old subchapter (s) and replace it with the attached revised subchapter TL:PER-486 10-28-2003.

2. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist. Then fill in the entry line for TL:PER-486, and initial.

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2. All posts and offices keeping paper versions of the *Foreign Affairs Manual* are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/RPS/DIR if no longer needed. When returning excess or unused materials include your office/post symbols and inform MMS/PB and your message center if you need to have your distribution reduced (this generally applies only to time-sensitive paper issuances). A/RPS/MMS/PRD, HST Room B-934, 202-736-7470, FAX 202-647-4535, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).

3. Use KFAM and AINF TAGS on all communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

(HR/ER/CSD)